

Job Seeking **Skills Workshops**

January 2018

★ **Tooele Employment Center**
305 N. Main Street • Tooele

Register for
reserved seating.
Walk-ins
welcome.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.



Job Seeking Skills

RESUMÉ WRITING:

Jan 9	1:00 PM–3:30 PM
-------	-----------------

INTERVIEWING SKILLS:

Jan 30	1:00 PM–3:30 PM
--------	-----------------

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

american**jobcenter**

jobs.utah.gov